



Community Living Options

JOB POSTING

**Administrative Assistant
Main Office**

May 19, 2016

Administrative Assistant – Responsible for handling all front-desk operations, including but not limited to greeting guests, answering incoming calls and providing administrative support.

Hours: Full-time, primarily Mon.-Friday 8:30a-5:00p

Requirements and Preferences:

- High School Diploma or equivalent
- Demonstrated ability to communicate in both written and verbal formats to meet position responsibilities.
- Typing skills of at least 50 words per minute.
- Demonstrated ability to use computer/software.
- Ability to interact effectively with consumers, staff, referral sources and the general public.
- Ability to articulate and actively support the mission of the agency to various audiences.
- Ability to work with individuals of diverse backgrounds.
- Ability to work effectively in a team setting.
- Prior work experience in a clerical position preferred.

Salary & Benefits: \$11.86/hour + benefits

To apply: Please submit written letter of interest and updated resume to Marcia Vaden, 626 Reed Ave., Kalamazoo, MI 49001 or mvaden@communitylivingoptions.org

Deadline: Wednesday, May 25th at 5pm

EOE-M/F/H/V